

Records & Archives Mgt Committee

Minutes

February 8, 2008

1:10pm

J.V. Fletcher Library, Mary Atwood Room

Minutes

Committee Members Present: Virginia Moore, Chair, Jane Hinckley, Sandy Martinez, Bob Oliphant, and Kaari Mai Tari.

B. Oliphant shared the White Paper from Inmagic with members to read as a guide for determining what functionality a data management software program should have to provide the type of access that the well versed historian or genealogist is expecting to find on the internet. K. Tari will ask Technology Director Chris McClure to meet with the committee members following the Digital Commonwealth information session on February 13th to ensure that the data management software he has purchased will be able to meet the needs for accessing the town's archives through many layers of searching. Ideally the program will allow users to search file content of actual documents. K. Tari will also ask C. McClure to share any information available on the data management software. The ideal program will search documents and retrieve images of documents. B. Oliphant will forward electronic copies of the Inmagic white paper and other Inmagic documents that he received after registering to get the white paper, to the committee and to Chris McClure.

B. Oliphant reported that the cost of scanning microfilm of the Westford Wardsman was \$185 per roll. Each roll contains upwards of 420 pages of newsprint per year and some rolls contain three years.

Past CPA Projects

Tin Box Archives: S. Martinez reported that after a brief hiatus, a group of volunteers will again be working on organizing the tin box archives documents into categories. V. Moore offered the use of the Optilec machine to better view the older hand written documents. S. Martinez will begin keeping a log of hours spent on the project to show the progress that continues on organizing this collection.

K. Tari will provide members with an update of past CPA projects, documenting what we've done toward organizing and improving access to archives as we prepare for the use of an archives center.

2007 CPA Funding

K. Tari will follow up with the Recreation Director regarding cemetery record indexing and scanning needs and will estimate the cost of digitizing the known volume of engineering and building plans, to better prepare for phase 2 of the preservation project in 2008.

2008 CPA Project

It was decided that the next CPA grant proposal will approach this funding request as Phase 2 of preserving town records.

In order to avoid having a backlog of records to be preserved in the future, Department Heads will be asked to commit to digitizing their records as part of their ongoing records management strategies.

Minutes: K. Tari will prepare draft minutes from meetings past and will upload past approved minutes to the web.

The next regular meeting will be held on February 15th at 1:00pm in the Mary Atwood room.

The meeting ended at 2:00pm